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YOUR PARLIAMENT

CONTENTS

		Page		Pag
What Parliament is	 	2	State Opening of Parliament	18
What Parliament does	 	4	The Queen's Speech	19
The Party System	 	8	The Debate on the Queen's Speech	20
Party Organisation	 	9	How Acts are passed	22
Can I be an M.P.?	 	10	The Budget	28
Can I vote?	 	11	Question Time in the Commons	30
How do I decide?	 	12	Daily Adjournment	30
Election Day	 	13	Parliament	31
Forming a Government	 	14	Quiz	31
The House of Commons	 	16	Some Definitions	32



Parliament consists of the Sovereign and two Houses—The Lords and the Commons. All Bills (except money Bills) are debated in both Houses and approved by the Queen before they become Law.

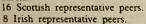
THE HOUSE OF LORDS

Members of this House are not elected —they are members because of their rank or office. Membership of the House of Lords is largely hereditary.



PEERS OF THE REALM

All English peers (nearly 800), Princes, dukes, marquesses, earls, viscounts, barons.





THE CHURCH OF ENGLAND

Archbishops of Canterbury and York. 24 Senior bishops.

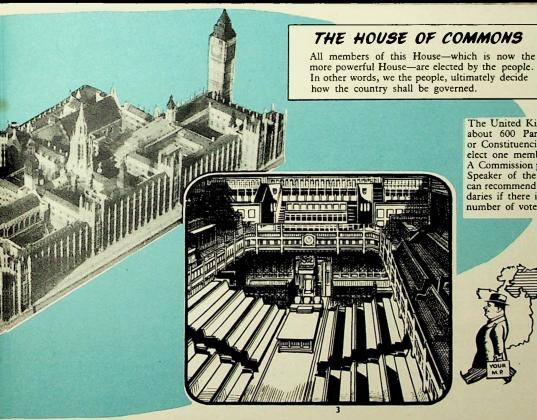


THE LORDS OF APPEAL

A small number of life peers, appointed by the Queen for the special judicial functions.

Over 800 persons are members but only about 100 are regularly active in Parliamentary affairs.





The United Kingdom is divided into about 600 Parliamentary Divisions, or Constituencies, each of which can elect one member of the Commons. A Commission presided over by the Speaker of the House of Commons can recommend revisions of the boundaries if there is a big change in the number of voters in a constituency.

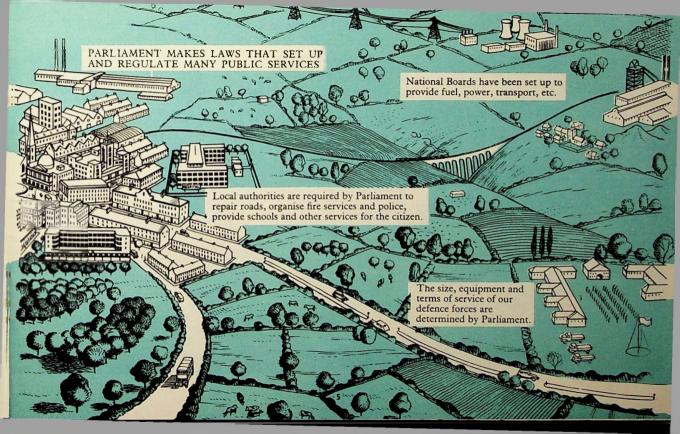




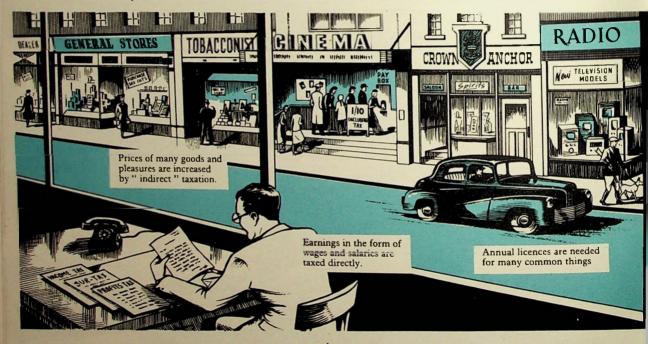
PARLIAMENT'S MOST IMPORTANT JOB IS TO CRITICISE THE GOVERNMENT AND THROW IT OUT IF A MAJORITY OF MEMBERS OF PARLIAMENT DISAGREE WITH ITS POLICY.

It discusses the administration of nationalised industries and other public services.

isation.

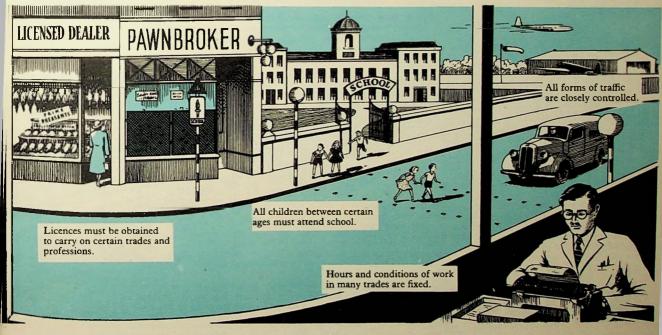


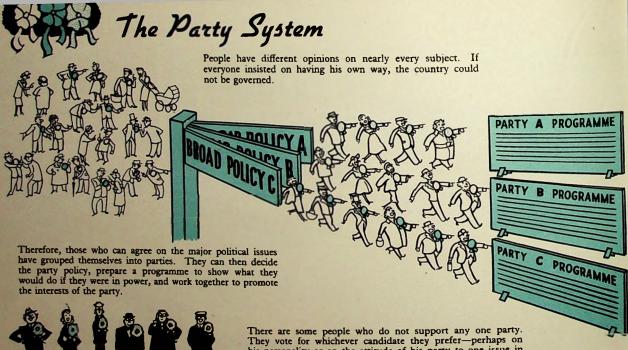
PARLIAMENT DECIDES WHAT TAXES SHOULD BE IMPOSED TO PAY FOR DEFENCE, SOCIAL SERVICES, THE SALARIES OF CIVIL SERVANTS AND OTHER GOVERNMENT EXPENSES



PARLIAMENT MAKES LAWS WHICH AFFECT OUR EVERYDAY LIVES

PARLIAMENT FIXES PENALTIES FOR BREAKING THE LAW





his personality or on the attitude of his party to one issue in which they are very interested.



Those who wish to give active support can enrol as official members of the party at local associations.

the party and to raise funds. The headquarters of the party are in touch with local associations to give help and advice.





THE CANDIDATE

During nomination week he must give the returning officer £150 deposit, and a nomination form signed by 10 electors in the constituency. The deposit (which is required to prevent people standing for election without serious purpose) is returned if he gets more than one-eighth of the total number of votes cast in the constituency.

Any man or woman over 21 may stand for any constituency, provided he is not a Civil Servant (on active list), clergyman (R.C. or of the established churches), peer (Irish peer, not in Lords, can stand), or a judge. Also excluded are bankrupts, lunatics, criminals, etc.

Members of political parties in each constituency usually choose their candidates. People who do not belong to a party may also stand.



He must not threaten or bribe any elector. He must keep a record of his expenses, which by law must not exceed a certain amount (depending on the type of constituency and number of electors.)

The candidate is elected Member of Parliament if he receives more votes than any other candidate in the constituency.



Can I vote?

Any citizen over 21 can vote in the constituency where he normally lives, provided his name is on the Register of Electors. Exceptions—criminals, lunatics, and members of the House of Lords.

The Register of Electors is usually available at the Town Hall, Public Library and main Post Office. Check that your name is on the register and if it is not, write to the local Returning Officer.

This register is compiled from periodical house to house canvasses and or a distribution of forms to be filled in by the residents and returned to the Town Hall.





If you are likely to be away on Election Day, write to the Registration Officer at the Town Hall and apply to be put on the absent Voters' List. You will then receive a ballot paper enabling you to vote by post.



How do I decide?
IT IS THE DUTY OF EVERY ELECTOR TO THINK SERIOUSLY BEFORE DECIDING FOR WHOM TO VOTE. THE LEAST HE SHOULD DO IS FIND OUT-

What the parties stand for

to all party broadcasts

In party broadcasts you can hear leading members of the parties expound the merits of their own proposals, and criticise their opponents' proposals.

The official party Election manifestoes, obtainable from party committee rooms and bookstalls explain the basic aims of the parties, and what they propose to do if elected to power.

READ

each party's manifesto.



Some electors vote on party consideration alone. Electors should, however, find out about the candidates themselves. Each candidate usually sends out an election address, stating what he stands for. These should be carefully studied, and supplemented by visits to local meetings, to see, hear and question each candidate.

READ

reports of meetings in your local papers.

READ each candidate's election address





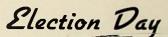




Local notices tell you where to vote



(4) At the close of the poll, all ballot boxes are taken to one centre, unlocked, and the votes counted. Candidates, their agents, and others who have permission of the Returning Officer, supervise the counting of the votes. If voting is close, a recount may be demanded.





(1) The poll clerk crosses your name off the register and hands you a ballot paper with the names of all candidates.



(2) In a screened polling booth you mark **X** against the candidate of your choice.

Any ballot paper marked with more than a single X is scrapped



(3) You fold the paper, and drop it in a locked ballot box.



(5) When the result is settled, the Returning Officer leads out the candidates (elected candidate first) and publicly announces the result.

Candidates make suitable speeches; the defeated candidate always thanks the Returning Officer

publicly.



Forming a Government

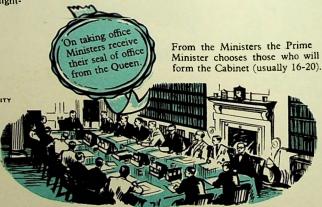
The leader of the party with the largest number of Members in the Commons is usually summoned by the Queen and invited to form a Government. If the winning party has an absolute majority over all other parties, the job is straightforward.

WINNING PARTY HAS
ABSOLUTE HAJORITY
NOT ABSOLUTE HAJORITY

If no party has an absolute majority, it may be necessary to form a minority or a coalition Government. A minority Government is one that has to depend on the support of another party. This may involve some modification of the Government party's programme.

In times of National Crisis, such as war, the majority parties may agree on a joint programme and form a Coalition Government. This normally involves a "truce" in party politics, and ministerial posts are held by members of all participating parties.

The party leader (who becomes Prime Minister) decides which of his supporters shall be Ministers, in charge of the various Departments of State, and submits the list to the Queen for her approval.



The Cabinet meets in private, under the chairmanship of the Prime Minister, and is responsible for general policy of the Government.

Among the Cabinet Ministers nowadays are usually the Lord President of the Council, the Chancellor of the Exchequer, the Lord Chancellor, the Secretaries of State for Home Affairs, Foreign Affairs, the Colonies, Commonwealth Relations, and Scotland, Ministers of Defence, Education, Health, Labour, and Agriculture and Fisheries, and the President of the Board of Trade. Ministers have unpaid Parliamentary private secretaries (who are also M.P.s) to assist them.

Ministers not in the Cabinet at present include the First Lord of the Admiralty, the Secretaries of State for War and Air, the Ministers of Transport, Food, Supply, Works, National Insurance, Fuel and Power, Pensions, and the Postmaster-General. The Attorney-General and the other Law Officers have the status of Ministers.

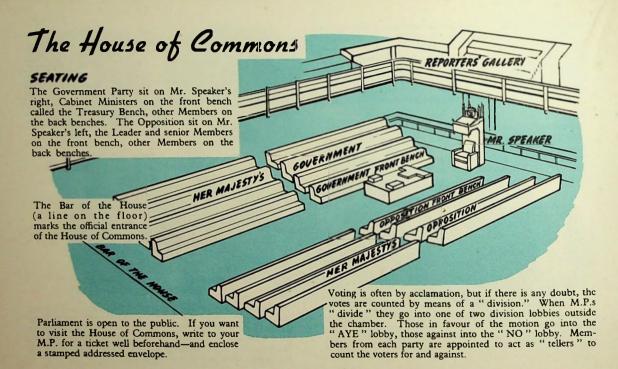


Ministers have to divide their time between supervising their own departments and their duties in Parliament.



Ministers (who are politicians) are in charge of their departments, but they usually consult the permanent officials. They are responsible for every action of their officials and can be questioned in the House about anything done in their departments.

Head offices of most Departments of State are in London, many in Whitehall, but there are also many government offices in different parts of the country. They are staffed by Civil Servants who carry out the policies decided by the Government. Civil Servants are permanent officers and do not change with each new Government.



Mr. Speaker is appointed by the House of Commons and not by the Government. Once elected he takes no part in party politics, resigns from any political club to which he may belong, and is never seen in the Smoking Room of the House of Commons.



The Serjeant-at-Arms is responsible for the maintenance of order and discipline, the performance of ceremonial duties, and the general administration of the building. He is available, under direction from Mr. Speaker, to deal with unruly M.P.s.

The Mace is the symbol of the Royal authority. It is placed on a stand on the table in front of Mr. Speaker. Mr. Speaker has great authority in the House of Commons. He presides over debates and decides which amendments will be discussed and who shall speak (no M.P. may speak unless he "catches Mr. Speaker's eye"). He calls to order M.P.s who drift from the point and can order unruly M.P.s to withdraw from the chamber.

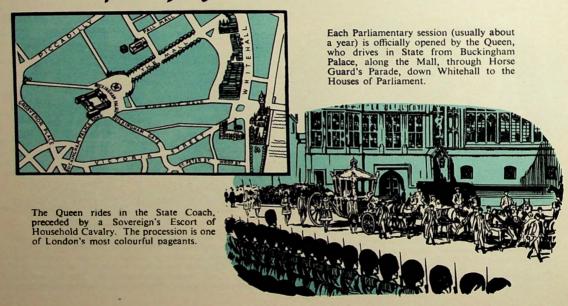
A "Whip" is the list of business for the week issued by the parties.

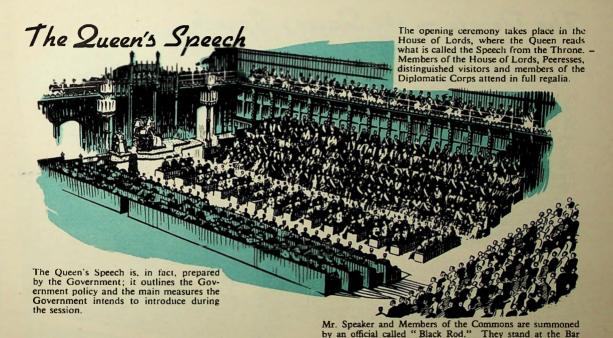
Underlining is used to mark the importance of the business.

Routine business has one underlining, business which might produce a "division" has two underlines, a "three line Whip" indicates a division on a major issue and is an urgent summons to be present.

A "Whip" also means one of the members chosen by each party to superintend party discipline and organisation. They are usually present when the House is sitting and ensure that sufficient Members are present to vote for the party in a division. They are in constant touch with Members and tell the party leaders what the "back-bench" Members are thinking.

State Opening of Parliament





of the House of Lords to hear the speech.

The Debate on the Queen's Speech

Both Houses debate the Queen's Speech: the debate in the Commons is more important than that in the Lords as the Commons is the more powerful House.

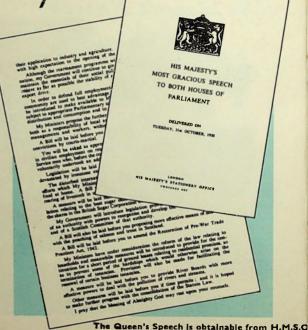
For at least 350 years one of the first items of business in the new session in the House of Commons has been a first reading of the Outlawries Bill. This Bill never gets any further but symbolises the right of the Commons to discuss what they like before attending to the proposals of the Queen's Ministers.

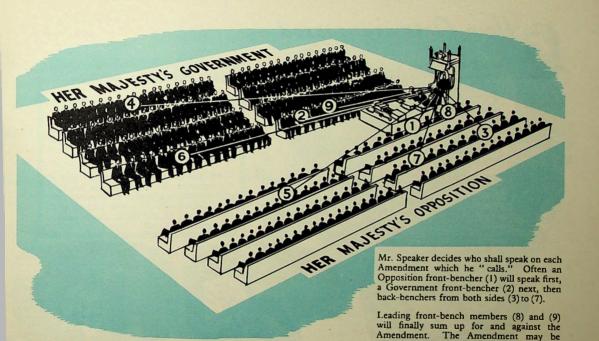
The House then debates a motion phrased in traditional terms; in effect the Government is seeking the House's approval for the programme outlined in the Speech.

The motion is usually proposed and seconded by two backbench M.P.s from the Government side. In the first two or three days of debate, anybody who can "catch Mr. Speaker's eye" can discuss the general policy of the Government. Then there may be several days during which formal amendments are discussed.

At the end of the full debate, which will have covered almost all aspects of Government policy, the motion for "A humble Address of Thanks" to Her Majesty is carried.

If M.P.s want to criticise the Government's programme, they may do so by tabling an amendment to the motion. Mr. Speaker decides which amendments he will "call" for discussion.





withdrawn or pressed to a division.

How Acts are passed

A Bill is a proposal to change the law. When passed by Parliament it receives the Royal assent, and becomes an Act and part of the Law of the Land.

Bills may start in either House, but controversial Bills normally start in the Commons.

The House of Lords cannot hold up a money Bill and can only delay other Bills for about one year.

Bills are drawn up and guided through Parliament by the Minister directly concerned. For example, the Minister of Education would handle a Bill to raise the School-leaving age.

PRELIMINARY WORK

- The Minister would explain the broad proposals to his Civil Servants who, from their experience and records, would advise him of all the implications. Select Committees or Royal Commissions may have considered some of the problems before and these reports must be studied.
- 3. It will also be necessary to consult with all concerned in the Bill, such as teachers' associations, employers' federations, etc. The Minister will try to take account of all views so that his Bill has a smooth passage through Parliament.











CONSULTS

The Treasury will be consulted if finance is involved and there will be discussions with other interested Government departments (i.e. the Ministry of Labour, Service Departments, etc.).

The Bill is then drafted by the legal experts.

The Cabinet decide which new Bills shall be introduced each session.

The stages of Bills are called Readings: so-called because in the days before printing, Bills had to be read aloud every time they were discussed.

FIRST READING

The Clerk of the House reads the title of the Bill and it is deemed to have been read a first time.

- This is only a formal motion, always agreed to without a division. It means that the Bill is printed and distributed to M.P.s.



M.P.s study the broad implications of the Bill and the detailed clauses. They consult amongst themselves, amongst their constituencies, and with interested parties, preparing themselves for the main discussions on the Bill.



At the end of the debate, a government spokesman replies to points raised in the debate. He may agree to modify certain aspects of the Bill to meet M.P.s objections. Members may force a division on the motion that the Bill now be "read a second time."

The details of the Bill are examined clause by clause. Party politics are not so much in evidence because the purpose is now to improve the Bill: procedure is not so formal. Detailed amendments are proposed, argued about, and voted on. This stage may take several weeks. Finance Bills and certain other important Bills are dealt with in "Committee of the Whole House." Mr. Speaker and the Clerk of the House leave their seats, and the Mace is put below the table. The Chairman of Ways and Means, who is also Deputy Speaker, presides.



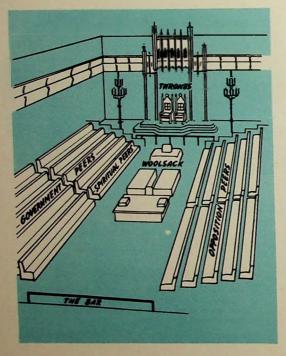
Other Bills are dealt with by Standing Committees "upstairs." These consist of about 40 M.P.s in roughly the same party proportion as in the whole House.

The Committees report back to the whole House, presided over by Mr. Speaker, on any changes which have been made to the Bill.

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THIRD READING

The House then debates the motion that the Bill be read a third time. M.P.s make a final examination of the Bill before it passes on to the House of Lords.



THE HOUSE OF LORDS

In the Lords, the Bills are debated and frequently improved. The attendance in the Lords is usually not more than 100 members and sittings are much shorter than in the Commons. The standard of debate is very high because there are experts on almost every subject in the House of Lords.

The Gentleman Usher of the Black Rod attends at the Bar of the House, and has duties similar to those of the Serjeant-at-Arms in the Commons.

The Lord Chancellor sits on the Woolsack and presides over the House. He is a member of the Government and, unlike Mr. Speaker, he may speak in debates and vote.

The Lords can revise Bills (except money Bills) and return them to the House of Commons. If the Commons do not accept the amendments, the Lords can only hold up a Bill for about one year. This delaying power can prevent the hasty passing of laws and gives time for public opinion to express itself.

The Lords are also the supreme Court of Appeal in our legal system. Appeals are heard by a small group of specially qualified Lords.

ROYAL ASSENT

A Bill does not become an Act until it has received Royal Assent, i.e., been approved by the Queen. No Sovereign has refused his or her assent since 1707 when Queen Anne refused to approve a Bill.

SUMMARY OF HOW A BILL BECOMES LAW

MINISTER Preliminary consultations and discussions Rill with Treasury, etc. CARINET approves draft and decides when it will be introduced

Bill printed and circulated to Members.

Committee stage (detailed consideration).

HOUSE OF LORDS

Similar procedure. The House may accept it or return it with amendments.

drafted by legal experts.

HOUSE OF COMMONS

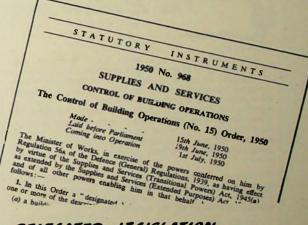
1st Reading (formal).

2nd Reading (debate on general principles).

Report Stage.

3rd Reading (general debate).

After Royal Assent Bill becomes Law.



DELEGATED LEGISLATION

Because of increasing calls on Parliamentary time, Parliament may empower a Minister to draw up and issue detailed regulations on technical matters. These are called Statutory Instruments and they have the full force of Law.

During times of national emergency, there are likely to be many such regulations.

All these are examined by a committee of the House, which reports to the House if any are not in order.



The financial year begins on 1st April. Before that date each Government Department must prepare an estimate of its financial requirements during the coming year: these estimates are scrutinized by the Treasury and, if necessary, the Cabinet and are then printed and made available to Members of Parliament. Some time before 1st April, the House of Commons will be asked to authorize the expenditure on defence for the coming year and to make a "vote on account" for the other Departments so that they can keep going until they have been properly authorized to spend money.

Early in the new financial year the Chancellor of the Exchequer will present the Budget to the House of Commons. He will review the state of the national finances and propose changes in taxation for the coming year.

At the same time, a Committee on Estimates will examine the Estimates in detail and report if any economies could be made.

After the House of Commons has examined the proposals of the Chancellor of the Exchequer, it will authorize the new taxes and the issue of money to the Government. This usually happens before the summer recess. Supplementary Estimates of any additional expenditure needed may be presented, and these will be examined during the autumn and winter.

After the end of the financial year, proper accounts are prepared of all income received and expenditure incurred. These are examined by the Comptroller and Auditor General who is not an ordinary civil servant but an officer of the House of Commons. He audits the accounts in just the same way as a professional auditor examines the accounts of an ordinary business concern.

His reports are then considered by a committee of the House of Commons called the Public Accounts Committee which is always presided over by a member of the Opposition. This Committee reports to the House whether the money has been properly spent and draws attention to any extravagance.

The House of Commons has the sole responsibility for authorizing the Government to spend money and to impose taxes and duties needed to raise the money. When considering financial matters it meets as a Committee of the Whole House. The Committee of Supply is concerned with the Expenditure side of the account, the Committee of Ways and Means with the Revenue side.

When the House is meeting as a Committee of Supply, it is the custom to allow the Opposition to choose the subject to be debated (i.e. the Department whose financial requirements shall be considered). Twenty-six days a year are set aside for this purpose.

The Nation's Finances Expenditure Imilions Revenue Revenue f millions Interest on National Debt 490 Income Tax 1,450 950 Defence Surtax 115 189 Secret Service Death Duties Profits Tax ... 297 Relations Foreign Office, Colonies, Commonwealth 436 Stamp Duties 51 Health and Housing 401 Customs and Excise: Alcoholic Drinks Contribution to Local Rates Tobacco 610 Police and Prisons ... 32 Purchase Tax 282 Food Subsidies 423 National Insurance, National Assistance and Pensions 393 Entertainments ... 44 80 Betting 26 Roads, Civil Aviation, and Transport 47 Motor Vehicle Duties 55 Public Buildings 572 36 Miscellaneous receipts Payment to Northern Ireland 501 Miscellaneous expenses 548 Surplus 4.092

Question Time in the Commons

Notices of Motions and Orders of the Day

Tuesday 23rd January

Civil Servants, with

Any Member can put a question to a Minister about anything activities and libetites. for which that Minister is responsible. Ordinary questions to Council, why the sale of magazines must be submitted in writing to one of the three "Clerks at the on of the magazine published by the Table" at least two days before.

Questions cover a wide range: they may raise a personal grievance of an individual in the M.P.'s constituency or coeffed when deciding the area where raise issues of urgent national or international importance.

Questions to be answered each day are printed on the "Order are the names of these publications; and Paper," and an hour is given (except on Fridays) for this purpose and the total expenditure or this purpose and the total expenditure.

what is the same of the fracellor of the exchequer, whether he will make a statement of the deputation he received on the subject of equal pay for equal work of the deputation he received on the subject of equal pay for equal work

WRITTEN ANSWERS TO QUESTIONS

Thursday, 13th July, 1950

EMPLOYMENT

Factory Imperctant
(Quantization)

12. Mr. Reported accept the dissuitance of managed by the serve conditions of the dissuitance of managed by the serve conditions of the dissuitance of the powers under the definition of the powers under the powers under the definition of the powers under the p

Between forty and fifty questions a day are answered orally. Those not reached in the hour are answered the same day in writing

PROCEDURE

Mr. Speaker calls the name of the Questioner.

The Member reads the number of the question on the Order Paper.

After the Minister's reply, Mr. Speaker may allow a few supplementary questions which arise directly from the main question. If the Member is not satisfied with the Minister's reply he may give notice to "raise the matter on the adjournment."

Daily Adjournment

At the end of each day, half an hour is set aside for a debate taken on the formal Motion "that this House do now adjourn." No reference is made during the debate to whether the House will adjourn or not—this is just a convenient method of debating some subject which cannot easily be put in a formal motion.

M.P.'s must draw lots for the right to "raise a matter on the adjournment." New legislation may not be discussed. The debate is started by an M.P. and a Government spokesman replies.





Parliament does not only make laws: it criticizes and controls the Government, drawing attention to grievances great and small, supervising the administration of the land, checking extravagant spending, and expressing to the Government of the day the opinions of the Nation's citizens.

Your M.P. is your Spokesman in the House, even if you did not vote for him. He must vote and speak according to his own conscience, but he will be influenced by the opinions of his constituents.

In some countries there have never been Parliaments: in others Parliaments have been abolished by tyrannical rulers. It could happen here. It can only be avoided if Parliament is valued and respected. Parliament is open to the public, and the daily report of every word said in Parliament (Hansard) can be consulted at your library or ordered through any bookseller.

- 1. Why does Parliament meet in a Royal Palace?
- 2. Approximately how many Members of the House of Commons are there at present (1955)?
- 3. Are there any Peers in the House of Commons?
- 4. Are there any Members of the House of Lords who, when they die, do not transmit to their eldest sons the right to be summoned to the Lords?
- 5. How much money does a parliamentary candidate have to deposit with the Returning Officer before an election?
- 6. Does the candidate forfeit this deposit?
- 7. At what age do men become entitled to vote?
 - 8. Is it the same for women?
- 9. Who appoints the Prime Minister?
- 10. Who chooses the Members of the Cabinet?
- 1. Who appoints the Speaker of the House of Commons?
- 2. What is the title of the Speaker of the House of Lords?
- 13. Approximately how many Cabinet Ministers are there nowadays?
- 14. Who reads the Queen's Speech?
- 15. Who writes the Queen's Speech?
- 16. What is the difference between a Bill and an Act?
- 17. How many "readings" does a Bill normally have?
- 18. To whom are Parliamentary Questions addressed?
- 19. On what date does the Government's financial year begin?
- 20. Which Minister introduces the Budget?



Some Definitions

Adjournment

At the end of each day's Sitting the House of Commons adjourns until the time appointed for the next Sitting.

Prorogation

When a session of Parliament is at an end (usually after one year), the House is prorogued and this automatically "kills" all bills which have not passed all their stages.

Recess

The period between the prorogation of Parliament and the State opening of a New Session is called a recess, and the word recess is also used colloquially to describe the short breaks at Christmas and Easter and other times during the Session.

Dissolution

If a general election is held before a Parliament has run the full period of five years, then Parliament is dissolved.

Answers to Quiz

- Because formerly Parliament was summoned by the King to meet in the place most convenient to him, which was usually his own residence.
- 2. Just over 600.
- Yes. For example, those Irish Peers who are not entitled to sit in the Lords can be elected to sit in the House of Commons.
- 4. Yes. Archbishops, Bishops, Law Lords and Scottish and Irish Representative Peers.
- 5. £150.
- Only if he fails to secure at least one-eighth of the votes cast in the constituency.
- 7. 21.
- 8. Yes.
- 9. The Queen.
 10. The Prime Minister.
- 1. The House of Commons.
- 12. The Lord Chancellor.
- 13. 16—20.
- 14. Usually the Queen; but if she is absent, the Lord Chancellor.
 - 15. It is prepared and approved by the Cabinet and is a statement of Government policy.
- 16. A Bill is a proposal to change the Law; when it has passed through the various stages in the two Houses of Parliament and has received the Royal Assent, it becomes an Act and is part of the Law of the Land.
- 17. Six. Three in each House.
- 18. Usually to the Minister responsible for the matter about which the Question is asked—for example, a Question about schools to the Minister of Education, or one about the R.A.F. to the Secretary of State for Air.
- 19. 1st April.
- 20. The Chancellor of the Exchequer.

WALL CHARTS

You and Your Town (Local Government)

A set of twenty charts showing in clear and simple form how local Government works. Prepared in collaboration with the National Association of Local Government Officers. Size 18×12^n . Price 50s.

The Law

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